Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Company Table

Navigation: Set Up HRMS > Foundation Tables > Organization > Company

Set Up Classification: Institution Specific

Sequence: 003.001

Task Description: Company Table is a shared task. There are payroll specific fields that need to be populated when the company table is established. SetID needs to be added when the Company is first added. Values on the Default tab will need to be added after Paygroup table is added for the specific company.

![Company Table Image]
### Default Settings

- **Company**: 400 Georgia Gwinnett College
- **Effective Date**: 01/01/1901
- **Regulatory Region**: USA - United States
- **Points Value**: 
- **Currency Code**: USD - US Dollar

### Payroll for North America

- **Pay Group**: 40A - Salaried
- **Default Earnings Program**: SB - Salary Benefited
- **Lines on Paysheet**: 15
- **Federal Tax Deduction Priority**: 100
- **Activity Days for Terminations**: 30
- **State Tax Deduction Priority**: 110

#### General Ledger Accounts

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tips Processing</td>
<td></td>
</tr>
<tr>
<td>Tax Details</td>
<td></td>
</tr>
</tbody>
</table>

---

### Employer Information

- **Employer ID Number**: [Redacted]
- **Federal Reserve Bank ID**: [Redacted]
- **Federal Reserve Bank District**: [Redacted]
- **EEO Company Code**: [Redacted]

- **FLSA Required**: On
- **FLSA Rule**: Higher of FLSA/Contractual

---

### Tax Details

#### Balance Processing

- **Common Paymaster ID**: [Redacted]
- **Other Common ID**: USG

#### FICA Status-Employer

- Subject
- Exempt
- Medicare only

#### SDI Status-Employee

- Subject
- Exempt
- Medicare only

#### FUT/SUT

- FUT Exempt
- SUT Exempt
**Payroll**

**Institution:** 40000 - Georgia Gwinnett  

**Set Up Task:** Holiday Schedule  

**Navigation:** Set Up HCM > Foundation Tables > Organization > Holiday Schedule  

**Set Up Classification:** Institution Specific  

**Sequence:** 004.001  

**Task Description:** Define a company's (university) paid holidays for a given year.
<table>
<thead>
<tr>
<th>Holiday</th>
<th>Description</th>
<th>Nbr of Hours</th>
<th>Holiday Type</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2015</td>
<td>Christmas Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2016</td>
<td>New Year’s Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/18/2016</td>
<td>Martin Luther King Jr. Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/30/2016</td>
<td>Memorial Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/04/2016</td>
<td>Independence Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/05/2016</td>
<td>Labor Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/24/2016</td>
<td>Thanksgiving Day</td>
<td>8.00</td>
<td>Standard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Holiday Schedule Table

Navigation: Set Up HCM > Product Related > Workforce Administration > Absence > Holiday Schedule Table

Set Up Classification: Institution Specific

Sequence: 004.002

Task Description: Used by Absence Management. This table is automatically updated when the Holiday Table under Organization is added. Verify table is updated correctly.

Holiday Schedule Table

<table>
<thead>
<tr>
<th>Holiday Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2015</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>01/01/2016</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>01/18/2016</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>05/30/2016</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>
**Payroll**

**Institution:** 40000 - Georgia Gwinnett

**Set Up Task:** Deduction Table

**Navigation:** Set Up HCM > Product Related > Payroll for North America > Deductions > Deduction Table

**Set Up Classification:** Institution Specific

**Sequence:** 008.001

**Task Description:** Add deduction codes to the Deduction Table. This table defines the tax effect on deductions and specifies deductions and specifies how the system processes arrears and other special deduction considerations during payroll processing. Deductions on the Deduction Table component are grouped by plan type.

---

**Deduction Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- **Plan Type:**
  - **General Deduction**

- **Deduction Code** begins with: 40FNDU

- **Description**

- **Include History**
- **Correct History**
- **Case Sensitive**

- **Search**
- **Clear**

- **Basic Search**
- **Save Search Criteria**

**Search Results**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Deduction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>40FNDU</td>
<td>Foundation-Unrestricted</td>
</tr>
</tbody>
</table>
### Deduction Information

- **Plan Type**: 00, **General Deduction**
- **Deduction Code**: 40FNDU, **Foundation-Unrestricted**
- **Effective Date**: 01/01/1901
- **Description**: Foundation-Unrestricted
- **Short Description**: FndnUnrstr
- **Deduction Priority**: 700
- **Special Processing**:

### Maximum Arrears Payback

- **No Maximum**
- **Flat Maximum for Payback**
- **Factor x Regular Deduction**

### Deduction Subset

- **Subset ID**
- **Description**

### Tax Classifications

#### Deduction Classification

- **After-Tax**
- **Before-Tax**
- **Nontaxable Benefit**
- **Nontaxable Btax Benefit**
- **Taxable Benefit**
- **QC Taxable Benefit**

#### Canadian Sales Tax

- **None**
- **Goods and Services Tax**
- **Harmonized Sales Tax**
- **Provincial Sales Tax**
- **Provincial Sales Tax Insurance**
- **Provincial Premium Tax**

### Special Accumulator(s)

- **Accumulator**
- **Effect on Special Balance**: Adds to Special Balance
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: General Deduction Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Deductions > General Deduction Table

Set Up Classification: Institution Specific

Sequence: 008.002

Task Description: A general deduction is any deduction that isn't a benefit deduction. Charitable deductions, parking, garnishments, etc. all fit into this category. Use the General Deduction table to define how these non-benefit deductions are calculated.

---

General Deduction Table

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>40FNDU</th>
<th>Foundation-Unrestricted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>General Deduction</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
</table>

- Effective Date: 01/01/1901
- Deduction Calculation Routine: Flat Amount
- Deduction Rate or %: 
- Special Accumulator Code: 
- Set ID: SHARE
- Vendor ID: 0000012840 (GCG Foundation)
- Pay Mode: 
- AP Payment Date Type: Check Date
- Loan Processing (Canada): 
- Ben Admin Taxable Ben (Canada): 
- Allow Update Via Self Service: 

<table>
<thead>
<tr>
<th>Amount Per Pay Period</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
</table>

- Flat/Additional Amount: 
- Pay Frequency: Daily
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Company General Deductions

Navigation: Set Up HCM > Product Related > Payroll for North America > Deductions > Company General Deductions

Set Up Classification: Institution Specific

Sequence: 008.003

Task Description: Assign general deductions to a specific company.

Company General Deductions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Company begins with 400

Description

Include History  Correct History  Case Sensitive

Search Results

View All  First  1 of 1  Last

Company  Description

400  Georgia Gwinnett College
**Company General Deductions**

*Effective Date:* 01/01/1901

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00AAUP</td>
<td>Amer Assoc of Univ Professors</td>
</tr>
<tr>
<td>00ACTR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>00AFLC</td>
<td>AFLAC Insurance</td>
</tr>
<tr>
<td>00ATHL</td>
<td>Athletics</td>
</tr>
<tr>
<td>00CAPI</td>
<td>Capital Campaign/Annual Giving</td>
</tr>
<tr>
<td>00CHAR</td>
<td>State Charitable Donation</td>
</tr>
</tbody>
</table>
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Pay Group Table

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Group Table

Set Up Classification: Institution Specific

Sequence: 010.001

Task Description: Define payroll processing parameters for logical groupings of employees. A pay group consolidates a set of employees within a company for payroll processing. Use the checklist below when determining the Paygroup:

• Are paid at the same pay frequency.
• Use the same check form or direct deposit advice form.
• Have the same check date.
• Share the same pay period begin and end dates.
• Work in the same country.
• Are paid by the same bank.
• Are assigned the same work schedule for proration.

Pay Group Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Company</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group</td>
<td>begins with</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>Company Pay Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 40A</td>
<td>Salaried</td>
</tr>
<tr>
<td>400 40B</td>
<td>Benefits Billing</td>
</tr>
<tr>
<td>400 40C</td>
<td>Temporary Staff</td>
</tr>
<tr>
<td>400 40E</td>
<td>Exempt Hourly</td>
</tr>
<tr>
<td>400 40F</td>
<td>10 Month Faculty</td>
</tr>
</tbody>
</table>
Company: Georgia Gwinnett College
Pay Group: 40A Salaried

### Pay Group Information

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1901</td>
<td>Active</td>
</tr>
</tbody>
</table>

#### Paycheck Sequence

- [ ] Paysheet Order
- [ ] Postal Code Order
- [ ] Company Distribution Order
- [ ] Select on Payroll Options Page

#### Paycheck Address Option

- [ ] Home Address
- [ ] Select on Payroll Options Page

#### Paycheck Location Option

- [ ] Home Department Location
- [ ] Job Location
- [ ] Select on Payroll Options Page

#### Paycheck Employee Sequence

- [ ] Employee Name Sequence
- [ ] Employee ID Sequence

---

#### Pay Group Information

<table>
<thead>
<tr>
<th>Check Print Sequence</th>
<th>Mail Drop</th>
<th>ID / Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>02</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>03</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>04</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>05</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Print Sequence</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Task Elements to Load to Payroll</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Combination Code</td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Create Pay Calendars

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Calendar Table

Set Up Classification: Institution Specific

Sequence: 011.001

Task Description: Use pay calendars to schedule payroll cycles for the pay groups. Each entry on the pay calendar corresponds to a specific pay period, defined by its begin and end dates, for a pay group. Example: monthly pay group has 12 entries in the pay calendar, representing one year of processing.
Payroll
Institution: 40000 - Georgia Gwinnett
Set Up Task: Company State Tax Table
Navigation: Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Company State Tax Table
Set Up Classification: Institution Specific
Sequence: 018.001
Task Description: Set up an entry in the Company State Tax Table for each state where your organization collects or pays taxes.

Company State Tax Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Company begins with 400
State begins with GA

Include History Correct History

Search Results
View All First 1 of 1 Last

<table>
<thead>
<tr>
<th>Company</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>GA</td>
</tr>
</tbody>
</table>
### General | VDI/FLI | GL Accounts

**Company**: 400, Georgia Gwinnett College  
**State**: GA, Georgia

#### Company State Tax Information
- **Effective Date**: 01/01/1901  
- **Status**: Active

#### State Withholding
- **Employer ID**: 2283545BJ  
- **Non-Resident Declaration Reqd**

#### State Unemployment
- **Exempt From SUT**
  - **Employer ID**: N/A  
  - **Experience Rate Percent**: N/A  
  - **Effective Year**: N/A
- **Branch Code**: N/A  
- **EAF Rate**: N/A  
- **UBI Number**: N/A

#### Health Care Coverage
- **MA Health Insurance Override**
- **Effective Quarter**: N/A

#### MA Health Insurance Rate

#### UI Taxable Wage Base Override
- **UI Taxable Wage Base**: N/A

#### State Disability
- **Exempt From ER Disability**
  - **Effective Year**: N/A  
  - **Experience Rate Percent**: N/A  
  - **Effective Quarter**: N/A

#### Employer ID

#### Voluntary Disability Plan
- **Plan Number**: N/A  
- **VDI Administrator Code**: N/A  
- **Effective Year**: N/A  
- **Effective Quarter**: N/A  
- **Employee Rate Percent**: N/A  
- **Employer Rate Percent**: N/A
### State Family Leave Insurance

- Voluntary Family Leave Plan
  - FLI Plan Number
  - FLI Administrator Code
  - Effective Year
  - Effective Quarter
  - Employee Rate Percent
  - Employer Rate Percent

### GL Accounts

- **Company**: 400, Georgia Gwinnett College
- **State**: GA, Georgia

#### Company State Tax Information

- **Effective Date**: 01/01/1901
- **Status**: Active

<table>
<thead>
<tr>
<th>GL Liability #</th>
<th>Non Commit Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWT</td>
<td></td>
</tr>
<tr>
<td>SUT (Employee)</td>
<td></td>
</tr>
<tr>
<td>SUT (Employer)</td>
<td></td>
</tr>
<tr>
<td>SDI (Employee)</td>
<td></td>
</tr>
<tr>
<td>SDI (Employer)</td>
<td></td>
</tr>
<tr>
<td>VDI (Employee)</td>
<td></td>
</tr>
<tr>
<td>VDI (Employer)</td>
<td></td>
</tr>
<tr>
<td>FLI (Employee)</td>
<td></td>
</tr>
<tr>
<td>VFLI (Employee)</td>
<td></td>
</tr>
<tr>
<td>VFLI (Employer)</td>
<td></td>
</tr>
</tbody>
</table>
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Rapid Entry Paysheet Template

Navigation: Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Rapid Entry Paysheet Template

Set Up Classification: Institution Specific

Sequence: 344.001

Task Description: Define the type of earnings and earnings codes to be used in the Rapid Entry Paysheet component (PYRE_DATA_ENTRY). Templates can be defined based on hours, amounts, or a combination of hours and amounts.

Rapid Entry Paysheet Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Expand Search Criteria

Template Type = Amount

Template ID begins with 400AMT

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

Search Results

Template Type Template ID Description
Amount 400AMT (blank)
## Rapid Entry Paysheet Template

<table>
<thead>
<tr>
<th>Template Type</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Template Information**

- **Effective Date**: 01/01/1901

- **Description**: 

- **Short Description**: 

- **Earnings Code**: 

- **Earnings Code**: 

---

DRAFT
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: UI Report Code Table


Set Up Classification: Institution Specific

Sequence: 355.001

Task Description: Information entered on the UI Report Code Table page works with the Multiple Worksite Report (TAX004) to link a tax location code to a UI report code. When an entry is added to the UI Report Code table, the system prompts the user to enter the company code and the location code of the site you want to establish for reporting worksite information to the U.S. Bureau of Labor Statistics.

**UI Report Code Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Image of UI Report Code Table interface]

**UI Report Code Table**

<table>
<thead>
<tr>
<th>Company</th>
<th>Georgia Gwinnett College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Location Code</td>
<td>GA</td>
</tr>
<tr>
<td>Tax Location State</td>
<td>GA</td>
</tr>
</tbody>
</table>

**Company UI Information**

<table>
<thead>
<tr>
<th>*Effective Date</th>
<th>01/01/1901</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

[Image of Company UI Information interface]
Payroll

Institution: 40000 - Georgia Gwinnett

Set Up Task: Paycheck Modeling USA

Navigation: Set Up HCM > Product Related > Payroll for North America > Paycheck Modeling USA

Set Up Classification: Institution Specific

Sequence: 444.001

Task Description: Employees can use Paycheck Modeler to simulate their own paychecks through a self-service web application, investigate their own what-if scenarios, and answer most of their own questions without having to call the payroll department. Model paycheck results are automatically cleared when the user exits the paycheck modeling component, and modeling history is not retained for future access.